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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 4 September 1952

FROM : Chief, Orientation and Briefing Division

SUBJECT: Report for Week 28 August - 3 September 1952

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1. Shortly after my return to the office, I had an extended meeting with [redacted] of O & M, who brought me up to date on organizational changes which had actually taken place in my absence and on trends that might occur in the near future. By keeping close to [redacted] and persons in the office of the DDA, I am able to keep abreast of both organizational and personnel changes and can usually pick up some of the motivating factors underlying such changes.

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3. Rendered some assistance to M [redacted] in translating ^{25X1} attendance figures of Indoctrination and Orientation Courses into the context of a study which she is doing. True indeed, our responses to her questions were necessarily general, but apparently she was satisfied that the answers were of tangible help to her.

4. Had a short meeting with Deputy Director of Training (General) regarding the caliber of lecturers for the Strategic Intelligence School. This subject was raised at the Staff Meeting on Thursday, 28 August, 25X1 [redacted] who had expressed the reaction of some of our own CIA people attending the present SIS course. Even though we are aware that the caliber of lecturers representing the Agency at this particular course is below the normal standard by perhaps two echelons because of summer ^{25X1} vacations, [redacted] and I feel that this whole subject bears examination so that, even when we have a first team of capable individuals, we still need to gear their efforts in a manner which will bring the best results.

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It was also felt that I should informally discuss this with [redacted] the Commandant of the School, when I meet with him next week after my presentations.

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5. [redacted] requested that a 20-minute "quiekie" presentation be given to approximately 28 Air Force personnel next Monday morning on the subject, "The National Intelligence Estimate." This program is to be conducted in the Director's Conference Room.

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6. [redacted] called requesting that a VIP Orientation be conducted for University professors who are to act as consultants to our Agency. This program will take place on the afternoon of Wednesday, 10 September.

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7. [redacted] if OSI requested that a Special Orientation

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[redacted] here for a few weeks commencing on Monday, 15 September 1952. [redacted] stated that all these people were cleared for Top Secret and assured me that he would assume full responsibility as to this security question.

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8. I had a 45-minute session with Mr. Richard Helms, giving him some of the intelligence and country highlights of my recent trip. This meeting was in keeping with the wishes of the Director of Training and was most appropriate since much of what I saw and heard was in the bailiwick under Mr. Helms. He was satisfied that my major interest was in the whole field of organization rather than operational methods.

9. [redacted], Chief of General Services, held a preliminary meeting with me regarding his participation in the CIA Presentations Program. He is sincerely and conscientiously preparing his material even though, according to present schedule, he would not be slated for appearance until sometime in November. He received our guarantee of all assistance, both as to visual aids and method of oral presentation.

10. The CIA Presentations Program conducted yesterday, 3 September 1952, was very well attended by representation from

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[redacted] We did pick up a reaction that, even though many key officials were in attendance, several offices sent representation which was far beneath the level of Branch Chief. We will discuss this with the TLO's in the future to see what they can do to keep up the level of the caliber of the audience.

11. A reservation has definitely been made with the Department of Agriculture for the auditorium for the week of November commencing with Monday, the 17th, during which time the Eighth Orientation Course will be conducted. This will avoid conflict with election week, Armistice week, and the final week of the month which contains Thanksgiving. This has been done in accordance with the suggestion of the Director of Training.

12. Final arrangements have been made for my travel to the Air Command and Staff School at the Air University, which means that I will be gone from the office on the 11th and 12th of September.

13. During the regular Indoctrination Course on Tuesday, 2 September, 1952, we had [redacted] new persons in attendance.

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